

**Minutes of the C.F.T.F AGM  
held at AJ Morrisroe & Sons Ltd  
on 30<sup>th</sup> November 2017**

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**PRESENT:**

Robin Holdsworth- CONSTRUCT Executive Secretary & CFTF Treasurer  
Tracey Stafford – CFTF Group Training Officer & Secretary  
Steve Hammond –Anderson Group - Chairman  
Sarah Bloom - Stephensons  
Sean Brosnan – CJ O’Shea  
Tony Sheehan – Getjar  
Robert Thompson – AJ Morrisroe  
Elaine Keyes – Ground Construction  
Martina Oyite – Byrne Bros  
Ovi Gradinaru – JP Dunn Construction  
Lisa Durkan – JRL Group  
Kay O’Mahony – Toureen Group  
Patricia O’Donoghue – Toureen Group  
Annette Jones – Foundation Developments Ltd  
Tracy Botley – O’Halloran & O’Brien Ltd  
Sara Pillai – Carey Civil Engineering Ltd  
Jan Rejek - CITB

**1. Apologies received from:**

Kerry Ratcliffe, Tamdown Group; Robert Morrison, Keltbray Structures Ltd; Andrew MacLeod, Togher Construction Ltd; Debbie Illey, Build UK Secretariat Team.

**2. Matters Arising**

From 1<sup>st</sup> January 2018 the daily secretariat duties of CONSTRUCT will be outsourced to Build UK Secretariat Team. Tracey anticipates this may have some impacts on the running of CFTF, in particular the payment of invoices and receipt of grants for training courses as they will be in control of the bank accounts. Tracey had invited Debbie Illey of Build UK to attend the meeting but unfortunately she was not available.

**3. Minutes of last AGM held 17.11.2016**

These were accepted as a true representation of the meeting and signed by the Chairman.

**4. Training Officer’s Report**

**a. Membership update**

CFTF welcomed three new contractor members in the last 12 months – Keltbray Structures; Kilnbridge Construction and Marney Construction who like all Contractor members are invited to attend and participate in the CFTF Meetings and book places on any arranged courses.

**b. Spend of CITB Employer Support For Training Grant - £25k allocated to CFTF in 20167**

A total of 101 training days were delivered. Cost of courses has been £21,412.58 with £17538.88 in CITB Training Group Grant Claimed and paid under CITB rules. A balance of £7164.12 of grant remains available to spend on training before the end of 2017 – courses must also take place in 2017. Tracey is working with individual members to identify training needs which would benefit from funding support. Courses delivered:

- Temporary works Supervisor course dates
  - 5<sup>th</sup> April – 6 attendees
  - 6<sup>th</sup> June – 5 attendees
  - 4<sup>th</sup> October – 6 attendees
- Temporary works coordination course dates
  - 5<sup>th</sup> & 6<sup>th</sup> April – 10 attendees
  - 6<sup>th</sup> & 7<sup>th</sup> June – 9 attendees
  - 4<sup>th</sup> & 5<sup>th</sup> October – 10 attendees
- Major Safety Incidents and You course date:
  - 3<sup>rd</sup> May – 17 attendees
- Edge Protection for Managers course date
  - 26<sup>th</sup> September – 9 attendees

Discussion took place on the approach for identifying training requirements for CFTF courses in 2018 and suggestions were put forward for Train the Trainer courses in line with CITB requirements; Mental Health First Aid and Temporary works in the first quarter of the year once CITB confirm the funding allowance.

**c. CFTF Targets and objectives 2017**

The CFTF targets and objectives for 2017 were set in January and agreed with CITB, the CFTF Training Officer and CFTF Chair. Tracey has reported progress back to CITB three times with one more quarterly report due at the end of December. With your activity we have managed to meet the minimum requirements set each quarter and the Funding for the Training Group was received as a result amounting to £28,000.

**d. CFTF Meetings 2017**

Four meetings have taken place this year with average attendance of 14 employers represented at each, thank you to all for attending and for your active participation in the CFTF. Thanks were extended to Coinford; Anderson Group and Morrisroe for hosting three of these meetings. Tracey thanked Steve Hammond for his very active role and support as Chairman of the CFTF for the last 12 months. Thanks were also extended to all who have attended the meetings, responded to email requests for information and input in to projects. Robin Holdsworth was also thanked for his undertakings in the role of Treasurer.

**e. 2018 – What lies ahead?**

CITB has only currently confirmed funding support to training groups until March 2018 so news is awaited on what changes will be made and the impact this will have. If funding for training groups is withdrawn by CITB then a review will have to be undertaken by the CONSTRUCT Council as to how Tracey's role will continue as she is part funded by CITB via the support they give to training groups. In the meantime we continue business as normal.

## 5. Financial Accounts

Robin Holdsworth, Treasurer presented the 2017 accounts and forecast as it was to date; details are shown as below. The accounts will be finalised at the end of the year.

### INCOME

Short Duration Training Grant	£17,836
Training Courses	£3,294
CFTF TGO Grant	£28,000
CONSTRUCT Membership contribution	£14,450
Total	<b>£63,580</b>

### EXPENDITURE

Staff costs	£30,615
Travel	£2,866
Exhibitions	£4,000
Hotels/meetings	£1,100
Short duration training courses	£19,967
Publications	£2,836
Stationery/Postage/Office	£2,000
Total	<b>£63,384</b>

Surplus	£196
Reserves carried forward	£467

**Total Reserves** **£663**

## 6. Committee and Member Feedback

Steve Hammond as Chair thanked Tracey for her work during 2017 and members supported this. Robin commented on the good numbers who attend the meetings and asked the group how much the Forum helps members make decisions in their respective companies? Members responded that information received is taken back; shared and considered in the decision making process; comment was also made that without the CFTF the information and messages received through this forum would not be received and overall it is seen as a good source of information and networking.

## 7. Election of Committee 2018

- Election of Chairperson – Steve Hammond nominated and re-elected as Chairperson , to which he agreed and his position was confirmed by the attendees
- Election of Treasurer – this role was not filled as the Chairperson and attendees were not happy to elect a member of the Build UK Secretariat team without someone from Build UK being present at the meeting. Additionally clarification on Build UK involvement in the CFTF is required. Robin will continue in post until end of the year. **Action: Tracey to invite Build UK Trade Association Manager to next CFTF meeting in February 2018 to discuss further.**
- Election of Training Officer and Secretary – Tracey Stafford was nominated and the position was confirmed by the Committee.
- Selection of Committee members – Steve Hammond, Anderson Group; Sarah Bloom, Stephenson; Robert Thompson, AJ Morrisroe; Tony Sheehan, Getjar; Martina Oyite, Byrne Bros; Lisa Durkan, JRL Group Ltd; and Sean Brosnan CJ O’Shea & Co Ltd all put

themselves forward for the Committee and were confirmed as the 2018 CFTF Training Committee.

**8. AOB**

No AOB discussed.

Meeting was closed.

**Actions required:**

- **Election of Treasurer from January 2018**
- **Invitation to Build UK for attendance at CFTF meeting taking place on 22<sup>nd</sup> February 2018.**